

Statement of Deficiencies

5305-I: Staff Attendance

Not Met

Findings/Corrections

5305.I. The Provider did not maintain documentation of a daily attendance record for the director/owner, to include the time of arrival and departure for the current month. Staff shall document their time in/out when not on the child care premises.

5307-A.1: Mastercard

Not Met

Findings/Corrections

5307.A.1. 8 of 12 children's records reviewed lacked the required information on the Child's Information Form (MasterCard) as the following information was omitted name and phone number child's physician and dentist. Information form to include: name, birth date, sex, date of admission, name and phone number child's physician and dentist, dietary restrictions and allergies and signed and dated by the parent.

5311-A: Personnel Records

Not Met

Findings/Corrections

5311.A.4. Health records to include documentation of good health, signed by a physician or designee was not available for two staff:

5311.A.5. Documentation of a satisfactory criminal record check, as required by Louisiana R.S. 15:587.1, was not available for staff as follows: one substitute. Documentation of submission **was not** available. Provider shall request this clearance prior to the employment of any center staff. A criminal record clearance is not transferable from one employer to another.

5312-A: Orientation Training

Not Met

Findings/Corrections

5312.A. . The provider's orientation training for one substitutes did not include: emergency and evacuation plan; supervision of children; discipline policy; job description; individual needs of the children enrolled.

The following is a listing of all required topics:

Center policies and practices including health and safety procedures;
Emergency and evacuation plan;
Supervision of children;
Discipline policy;
Job description;
Individual needs of the children enrolled;
Detecting and reporting child abuse and neglect;
Current Child Day Care Class "A" Minimum Licensing Standards;
Confidentiality of information regarding children and their families.

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5312-C: Annual Review

Not Met

Findings/Corrections

No Documentation-Annual Review 5312.C. Provider lacked documentation that all staff have annually reviewed the following topics:

Center policies and practices including health and safety procedures;
Emergency and evacuation plan;
Supervision of children;
Discipline policy;
Job description;
Individual needs of the children enrolled;
Detecting and reporting child abuse and neglect;
Current Child Day Care Class "A" Minimum Licensing Standards;
Confidentiality of information regarding children and their families.

5327-P: Visual Check of Center

Not Met

Findings/Corrections

5327.P. The Provider did not document that the entire center is checked at the end of the day to ensure that no child is left unattended at the center.